



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755

323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Sean Rogan
Executive Director

**AGENDA
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION
WEDNESDAY, SEPTEMBER 28, 2011
12:00 NOON
CDC HEADQUARTERS
2 S. CORAL CIRCLE
MONTEREY PARK, CA 91755
(323) 890-7001**

= = = = = = = = = = = = =

1. Call to Order

2. Roll Call

Zella Knight, Chair
Henry Porter Jr., Vice Chair
Hope Boonshaft
Val Lerch
Laurence Levin
Alberta Parrish
Benita Pernell

3. Reading and Approval of the Minutes of the Previous Meeting

Regular Meeting of August 24, 2011

4. Report of the Executive Director

5. Public Comments

The public may speak on matters that are within the jurisdiction of the Housing Commission. Each person is limited to three minutes.

6. Staff Presentation

Bed Bugs and Pet Policy – Marcie Chavez

Regular Agenda

7. Approve a Construction Contract for Roof Replacement at the 107th Street Housing Development (District 2)

Recommend that the Board of Commissioners award and authorize the Executive Director or his designee to execute, amend, and if necessary, terminate a Contract and all related documents in the amount of \$114,212 with Western States Roofing and Construction, to complete roof replacement including all accessories and associated work at the 107th Street housing development, using Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2011-2012 budget; authorize the Executive Director to approve Contract change orders not to exceed \$11,421 for unforeseen project costs, using the same source of funds and following approval as to form by County Counsel; find that the approval of the Contract and the project is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, for the reasons stated in this letter and in the record of the project. (APPROVE).

8. Approve Health Plans (All Districts)

Recommend that the Board of Commissioners find that approval of the employee health plans for the 2012 calendar year is not subject to the provisions of the California Environmental Quality Act (CEQA) because the activities are not defined as a project under CEQA; authorize the Executive Director or his designee to approve the proposed premium rates (Attachment A) for group medical plans provided by Anthem Blue Cross of California Health Maintenance Organization (HMO) and Preferred Provider Option (PPO) and Kaiser Health Plan (Kaiser), effective January 1, 2012; approve the combined payment with the Community Development Commission of the employer-paid medical subsidy for the 2012 calendar year to Anthem Blue Cross of California and Kaiser, at an estimated cost not to exceed \$495,000; authorize the Housing Authority to fund all health plan costs using funds included in the approved Fiscal Year 2011-12 budget and funds to be approved through the annual budget process for Fiscal Year 2012-13, as needed. (APPROVE).

9. **Adopt a Resolution Accepting the Voluntary Transfer of Housing Choice Vouchers from the Housing Authority of The City of West Hollywood to the Housing Authority of the County of Los Angeles (All Districts)**

Recommend that the Board of Commissioners find that the transfer of Section 8 Housing Choice Vouchers is not subject to the provisions of the California Environment Quality Act (CEQA) because the action is not defined as a project under CEQA; adopt and instruct the Mayor to sign a resolution indicating agreement to the proposed voluntary transfer of Section 8 Housing Choice Vouchers and corresponding budget authority from West Hollywood to HACoLA; and authorize the Executive Director to submit the resolution and all related documents to the U.S. Department of Housing and Urban Development (HUD). (APPROVE).

10. **Housing Commissioners Comments and Recommendations for Future Agenda Items**

Housing Commissioners may provide comments or suggestions for future Agenda items.

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the Housing Authority's main office located at 2 Coral Circle in the City of Monterey Park. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 890-7424, or by e-mail at donna.delvalle@lacdc.org, from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES
MINUTES FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, August 24, 2011

The meeting was convened at the Nueva Maravilla Housing Development at 4909 Cesar E. Chavez, Los Angeles, California.

Digest of the meeting. The Minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair Zella Knight at 12:01 p.m.

<u>ROLL CALL</u>	<u>Present</u>	<u>Absent</u>
Zella Knight, Chair	X	
Henry Porter, Vice Chair	X	
Val Lerch	X	
Laurence Levin	X	
Alberta Parrish		X
Benita Pernell	X	

PARTIAL LIST OF STAFF PRESENT:

Sean Rogan, Executive Director
Emilio Salas, Deputy Executive Director
Maria Badrakhn, Director, Housing Management
Margarita Lares, Director, Assisted Housing
Harold J. Pierce, Director, Administrative Services

GUESTS PRESENT:

No guests were present.

Reading and Approval of the Minutes of the Previous Meeting

On Motion by Commissioner Levin, seconded by Commissioner Porter, the Minutes of the Regular Meeting of July 27, 2011, were approved.

Agenda Item No. 4 – Report of the Executive Director

Deputy Executive Director Emilio Salas reported the following:

Emilio Salas introduced Arlene Black, Area Manager for Nueva Maravilla and her staff Carmen Gonzalez, Property Manager and Ken Johnson, Maintenance Supervisor.

Emilio Salas introduced Harold J. Pierce the new Administrative Services Director.

Emilio Salas stated that he attended the NAHRO conference held in Louisville, KY and that we were the recipients of 3 Awards of Merit. HACoLA received awards for the Assisted Living Project, Growing Experience and Harbor Hills Gang Reduction Program.

Emilio Salas stated that HACoLA intends to submit certification to HUD for our Section 8 program as a High Performer for this past fiscal year.

Emilio Salas informed the Commission that the Housing Commission has a new appointment for a Housing Commissioner from the 3rd District, Ms. Hope Boonschaft. She will be formally introduced at our next meeting.

Along with the new appointment the Housing Commission has received the resignation of Ms. Adriana Martinez. We will be working with the 1st District to have the position filled.

Emilio Salas stated that HACoLA is working with the CEO's office for upcoming interviews for the vacant Tenant Commissioner positions. We will be asking for volunteers from the current members to assist on the interview panel.

Agenda Item No. 5 - Public Comments

Bob Davis, Marina Manor Resident inquired about the pet policy and his Housing Development. Mr. Davis felt that the policy is not being enforced by staff and would like to have Management look into health and safety issues.

Commissioner Porter responded that there should be a review of our current pet policy.

Carol Bogan, Marina Manor Resident stated that the Resident Manager located at Marina Manor has left the office door unlocked repeatedly and would like Management to look into the situation. Ms. Bogan also stated that the Resident Manager should comply with IRS changes when completing resident re-certifications.

Maria Badrakhan responded that staff will look into their concerns and report back to the Housing Commissioners at our next scheduled meeting.

Regular Agenda

None at this time.

Agenda Item No. 16 – Housing Commissioner Comments and Recommendations for Future Agenda Items

Commissioner Pernell asked for Housing Management to look into a problem with Bedbugs at her site. She also stated that residents feel intimidated to inform staff of the problem.

Sean Rogan responded that we will look into the problem right away. In the future residents should notify their Property Management when problems arise.

Commissioner Lerch asked if the residents at the Housing Development sites survey the Managers on their customer service and overall performance at each site.

Sean Rogan responded, yes we do a tenant survey, but we will look into taking appropriate action on following up on the concerns of the tenants.

Commissioner Knight asked for information on the organizational process for the Resident Advisory Board (RAB) and for the dates for any upcoming meetings.

Emilio Salas responded that we will provide this information at our next meeting.

Commissioner Porter commented to the Housing Commissioners that if there are any resident concerns, to please inform the staff from each Housing Development site. It is the duty of the Housing Commission Board to represent all tenants, not just the tenants in their community. All concerns should be addressed when the issue happens not until the next Housing Commission meeting is held.

Commissioner Porter asked to have a copy of the Agency plan for each Commissioner.

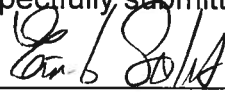
Commissioner Porter asked if the residents are given information on Legislative updates.

Sean Rogan responded no, that the information is for internal use.

Commissioner Levin stated that it was a good meeting and that the explanation of JOC was very helpful.

On Motion by Commissioner Levin the Regular Meeting of August 24, 2011, was adjourned at 2:05 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sean Rogan", written over a horizontal line.A small, handwritten mark or flourish in black ink, located to the left of the printed name.

SEAN ROGAN

Executive Director

Secretary –Treasurer

Housing Authority - County of Los Angeles

September 28, 2011

FOR YOUR INFORMATION ONLY

TO: Housing Commissioners

FROM: Margarita Lares, Director, Assisted Housing Division

RE: **FSS Program Update – August 2011**

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Public Housing residents and Housing Choice Voucher Program participants achieve economic independence and self-sufficiency.

Activities

RECRUITMENT	13	Applications Received
	7	Applications Sent
ENROLLMENTS	8	New FSS Participants
TERMINATIONS	1	Participant Terminated from FSS for failure to complete
MEETINGS	1	SASSFA Partnership monthly meeting
WORKSHOPS		
Program Presentations	1	SASSFA monthly Partnership meetings
Money Smart Workshop	6	Disseminated Credit Repair Informational Packets
	5	Disseminated Budget Informational Packets
REFERRALS	41	Job referral from the employment network job board
	1	Educational Facilities
	8	WorkSource Center employment workshops and job fairs
	1	Small Business Administration
	1	Small Business Development Center
	4	Home Ownership Program
GRADUATIONS	3	Pending requests for graduation

If you have any questions, please feel free to contact me at (562) 347-4837.
ML:AS:dt

FAMILY SELF-SUFFICIENCY (FSS) REPORT SUPPLEMENT

Listed below are descriptions of frequently used language in the monthly FSS Report.

1. **SASSFA**-Acronym for Southeast Area Social Services Funding Authority. They oversee all the funding for Worksource Centers, who provide job training, job placement, and skill assessment. We have a partnership with them, which in turn benefits our clients by providing services that we would not be able to provide on our own. There are about 75 Worksource Centers located in Southern California.
2. **The Employment Network Job Board** is located in the Family Self-Sufficiency department of the Assisted Housing Division located at 12131 Telegraph Road, Santa Fe Springs, CA and is a compilation of job leads, job requests and training information supplied by our various partnered agencies and is updated on a bi-weekly basis. The network board may also include referrals to other types of services, such as job fairs, resume preparation or social services. All these resources are shared with FSS participants.
3. **Emergency Transportation Assistance** refers to bus tokens issued by FSS staff to FSS participants who are having short term transportation problems. This would include those who have started a new job and need transportation assistance until they receive a pay check; those who need assistance in order to get to a job interview; those who are starting school and may not have been able to make arrangements to carpool prior to enrollment; those who have had a temporary transportation emergency, such as a automobile accident or auto break down. Part of this assistance may also include referrals to other agencies which may have bus tokens or passes available.

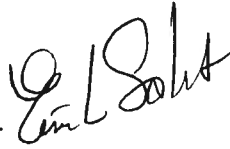
Housing Authority - County of Los Angeles

FOR YOUR INFORMATION ONLY

September 28, 2011

TO: Housing Commissioners

FROM: Emilio Salas, Deputy Executive Director



SUBJECT: STATUS OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

The Homelessness Prevention and Rapid Re-Housing Program (HPRP) is a collaborative effort among the Community Development Commission-Community Development Block Grant Division (CDC-CDBG), the County's Chief Executive Office, implementing County Departments, local Non-Profit Organizations, and the Los Angeles Homeless Services Authority (LAHSA).

Actions since the last report include the following:

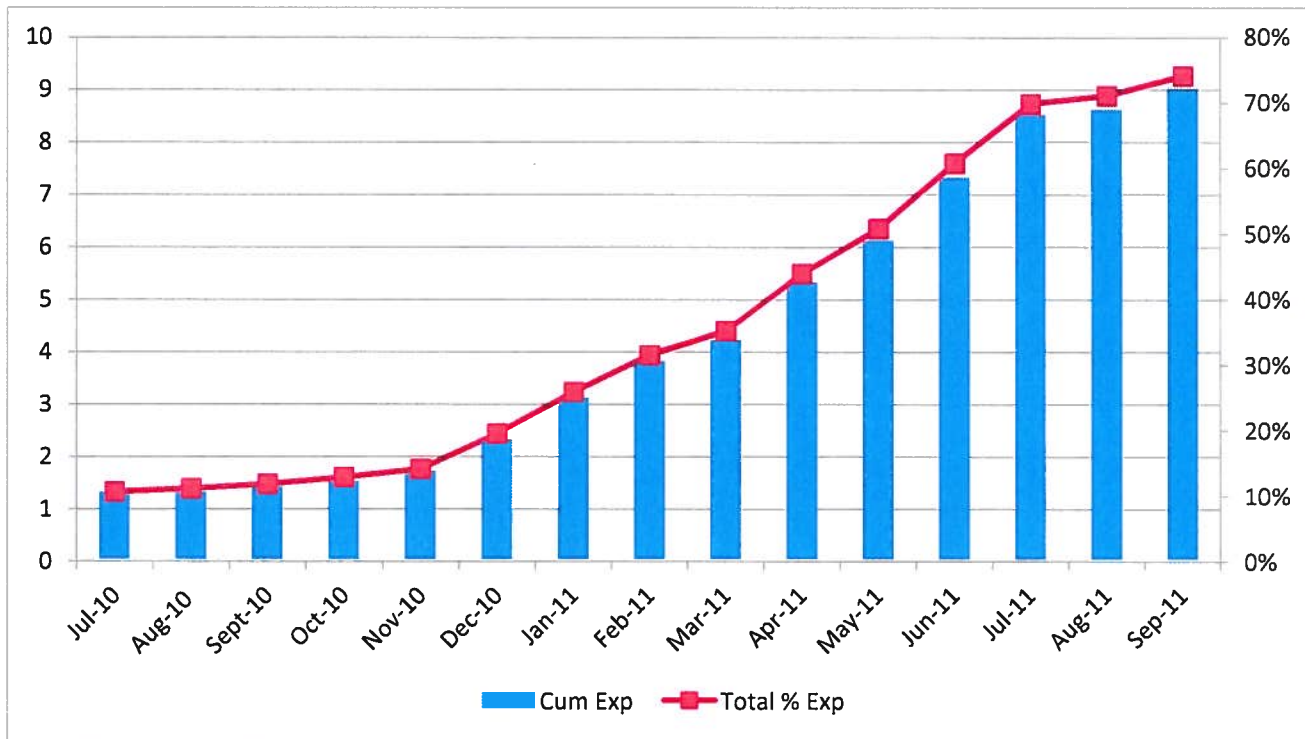
- As of September 12, 2011, \$9,022,319.97 (73.97%) of the \$12,197,108 budget has been expended (see attached chart).
- The HPRP has served 1,846 households through August 31, 2011.
- The HPRP monthly partner meeting was held on September 13, 2011.
- Both DPSS and DPSS TAY have indicated that they will not expend their entire allocation. These funds will be re-allocated to CSS' rental subsidy program. CDBG staff is in the process of preparing an amendment to reprogram funds.
- CDC-CDBG will continue to collaborate with our partners over the next few months to develop a protocol for closing out the program. CDC staff developed a program closure letter template for distribution to both the client and landlord regarding the program's pending closure.
- As program demand has exceeded expectations for assistance, new applications for assistance are currently not being accepted. The L.A. County Housing Resource Center website has been modified to reflect this information.
- CDC management has notified each Supervisorial District of the HPRP's pending closure.

TG:AC:ec

H:TG\ARRA\ARRA Status Report For HPRP (As of September 2011)

Attachment

HPRP CUMULATIVE EXPENDITURES, IN MILLIONS (AS OF SEPTEMBER 12, 2011)



Month	Cum Exp	Total % Exp
Jul-10	\$ 1,258,444.73	10.49%
Aug-10	\$ 1,302,795.89	10.99%
Sept-10	\$ 1,424,267.03	11.68%
Oct-10	\$ 1,548,014.88	12.69%
Nov-10	\$ 1,703,129.97	13.96%
Dec-10	\$ 2,363,254.90	19.38%
Jan-11	\$ 3,137,110.79	25.72%
Feb-11	\$ 3,825,665.90	31.37%
Mar-11	\$ 4,274,043.56	35.04%
Apr-11	\$ 5,340,295.92	43.78%
May-11	\$ 6,179,581.90	50.66%
Jun-11	\$ 7,395,617.17	60.63%
Jul-11	\$ 8,503,153.25	69.71%
Aug-11	\$ 8,655,580.90	70.96%
Sep-11	\$ 9,022,319.97	73.97%

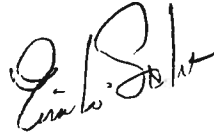
Housing Authority - County of Los Angeles

FOR YOUR INFORMATION ONLY

September 28, 2011

TO: Housing Commissioners

FROM: Emilio Salas, Deputy Executive Director



SUBJECT: STATUS OF THE COMMUNITY DEVELOPMENT BLOCK GRANT-RECOVERY (CDBG-R) PROGRAM, FUNDED BY THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)

The Community Development Block Grant (CDBG) Division is closely monitoring CDBG-R subrecipients to ensure that they spend all of their allocated funds by June 30, 2012.

We are currently pacing at an appropriate level: as of September 13, 2011, \$6,132,843.42 (77.54%) of the total \$7,909,198.65 under contract has been expended. The following are major actions taken since the last report:

- To date, 48 (74%) of the 65 projects are completed. Some of these were completed below budget, and the excess undisbursed funds were recaptured and reallocated to other existing well-performing CDBG-R activities.
- In order to fully expend the grant funds, as projects are completed and closed out, we will continue to reallocate remaining undisbursed funds to other ongoing CDBG or CDBG-R projects that can use the additional funding, and that are in full compliance with the grant requirements.
- CDBG staff is closely monitoring low-performing agencies and providing them with requisite technical assistance to ensure that they adhere to their required corrective actions which include: (a) submittal of any delinquent reimbursement requests; and (b) adherence to the project implementation and expenditure target dates stated in their action plans.

TG:AC:ec

H:TG/ARRA/ARRA Status Report For CDBG-R (As of September 2011)

Contract Status Report

FOR YOUR INFORMATION ONLY

Project Filter Options	Program: All Programs	Proj. Manager: All Managers
District: All Distr.	Department: All Departments	Team Member: All Team Members
	Dev. Stage: All Stages	Fund Source: All Funds

District	Project Name	Contractor Name	Original Contract Amount	Current Contract Amount	% Cng Orders	Approved Payments	%Cmpl	Status	
								Pending Action / Forecast	
1st	Herbert Elevators Tracker #: TP002236	M.L. CONSTRUCTION	\$425,550	\$425,550	0%	\$192,281	45%	Contractor installing new elevator cab and equipment controls, Project on schedule.	
1st	Maravilla Electrical Conversion Tracker #: TP002841	C. A. S. General Contractor	\$1,838,900	\$1,838,900	0%	\$308,862	17%	All Edison transformers are set. Load wires to them are being tied in. Project is ready for main power lines to be installed by Edison and begin to energize Colonias.	
1st	Nueva Maravilla (Rosas) Parking Lots and Sidewalks Tracker #: TP002359	AZ Home Inc.	\$643,787	\$772,544	20%	\$772,544	100%	AZ Home Inc. has completed the project.	
1st	Nueva Maravilla Parking Lots and Sidewalks - Phase II Tracker #: TP002898	M.L. CONSTRUCTION	\$3,551,044	\$3,551,044	0%	\$2,729,949	77%	Colonias Palmas: Parking first half parking lot ready for concrete and sidewalks construction in progress.	
1st	Nueva Maravilla Xeriscaping and Irrigation Tracker #: TP002934	American Landscaping, Inc.	\$1,517,185	\$1,517,185	0%	\$219,571	14%	We are resolving some issues with contractor's labor compliance paper work. We should have the approval by August 31 and the contractor can start ROSAS and water connection the week of September 5th.	
1st	Rosas Elevator - Nueva Maravilla Tracker #: TP002732	M.L. CONSTRUCTION	\$785,600	\$785,600	0%	\$207,052	26%	Contractor has completed exterior bridge connecting buildings 1 and 2, first elevator is shut off for modernization at building 1. Second bridge at 60%.	
1st	Rosas Seniors Hot Water Solar Panels and Roof Repl Tracker #: TP002832	Fast-Track Construction Corp.	\$1,152,040	\$1,314,235	14%	\$785,609	60%	Facilities Strategies-Jennifer recommendations in progress. Building 4, 1, and 2 at 90%. Building 3 at 50%.	
1st	Villa Nueva Roofing Project Tracker #: TP003092	Western States Roofing and Construction	\$107,956	\$107,956	0%	\$0	0%	The contractor started the project on August 23, 2011. It is a 60 day schedule and puts Oct. 17, 2011 as the completion day.	

District	Project Name	Contractor Name	Original Contract Amount	Current Contract Amount	% Cng Orders	Approved Payments	%Cmpl	Status	
								Pending Action / Forecast	
2nd	Bright Futures Tracker #: TP002205	UNIPLAN Engineering, Inc.	\$23,650	\$23,650	0%	\$12,050	51%	Project is close to completion. CDC is coordinating with Child Development for the utilities connection. Contractor shall contact the Fire Marshall for inspection within a week of two.	
								Contractor will be working on parking lot repair this week (week of 8/29). Advantage Plumbing will be repairing the clay pipe from existing clean out to the street curb on 9/12.	
2nd		GLOBAL MODULAR, INC.	\$562,228	\$579,618	3%	\$486,453	84%		
2nd		GLOBAL MODULAR, INC.	\$351,974	\$351,974	0%	\$80,565	23%		
3rd	Kings Road Rehab 2008 Tracker #: TP002650	Cal-City Construction, Inc.	\$3,912,009	\$4,452,390	14%	\$4,159,943	93%	8/29 Sequence 18 (the final sequence) started on schedule and will complete by 9/8. The interior unit work will be completed by 9/8.	
								The fire alarm final testing for 801 is scheduled for 9/26 and 9/27. The pre-test for 800 is scheduled for 9/27 and 9/28. The final testing is scheduled for 9/29 and 9/30. In addition, the back-flow valve will be installed on 9/27.	
								Contractor will be working on project close-out documents and returning site to original condition.	
3rd	West County Common Area Flooring Tracker #: TP002827	J.R. Universal Construction, Inc.	\$335,171	\$379,656	13%	\$248,338	65%	Based on the results of the Final Walk - will have the contractor make the necessary corrections. Payment for work in place will be prepared and paid to the contractor.	
								Ensure that all corrections are made by the contractor, and the project is accepted by HM.	
4th	Harbor Hills Chainlink Fence Replacement Tracker #: TP003142	MTM Construction Inc	\$362,016	\$362,016	0%	\$0	0%	Construction in progress. Contractor is working on the 500 court.	
TOTALS:			\$15,569,110	\$16,462,318	6%	\$10,203,217			

JOC PROJECTS



LACDC Tracking Report

Project Number	Title	Contractor	Procurement Duration	Joint Scope	Project Status	Work Authorization	Proposals In Review	Estimate Total	Awaiting Job Order	NTP Amount
11-MTMO1-001	Harbor Hills Chainlink fence Replacement	MTM Construction inc.	62 Days	05/31/11	In Construction	07/28/11	\$0.00	\$500,000.00	\$0.00	\$362,015.88
11-MTMO1-001.1	Harbor Hills Chainlink fence Replacement Footings	MTM Construction inc.	0 Days		Prop Revu		\$28,763.17	\$0.00	\$0.00	\$0.00
11-MTMO1-002	Maravilla Condensing Water Heater	MTM Construction inc.	44 Days	06/27/11	In Construction	08/10/11	\$0.00	\$424,000.00	\$0.00	\$302,505.07
11-MTMO1-003	Security Cameras at Multiple sites	MTM Construction inc.	75 Days	07/08/11	Precon. Actvs.	08/24/11	\$0.00	\$250,000.00	\$0.00	\$155,691.89
11-MTMO1-004	Monica Manor Roof Replacement Project	MTM Construction inc.	70 Days	07/11/11	Const. Start	08/15/11	\$0.00	\$80,000.00	\$0.00	\$31,458.89
11-MTMO1-004.1	Monica Manor Roof Replacement Project/Asphalt Shingles	MTM Construction inc.	70 Days	07/11/11	Const. Start	08/15/11	\$0.00	\$0.00	\$0.00	\$44,136.59
11-MTMO1-005	Harbor Hills Concrete Deck Repairs	MTM Construction inc.	77 Days	07/11/11	Const. Start	08/10/11	\$0.00	\$450,000.00	\$0.00	\$206,214.65
11-MTMO1-007	Francisquito Villa Carport repair and Trellis removal	MTM Construction inc.	70 Days	07/11/11	Const. Start	08/10/11	\$0.00	\$50,000.00	\$0.00	\$42,789.91
11-MTMO1-010	Carmelitos Sidewalk Repair	MTM Construction inc.	57 Days	08/02/11	Precon. Actvs.	08/24/11	\$0.00	\$150,000.00	\$0.00	\$226,886.52
11-MTMO1-010.1	Carmelitos Sidewalk Repair #2	MTM Construction inc.	51 Days	08/08/11	Precon. Actvs.	08/24/11	\$0.00	\$150,000.00	\$0.00	\$210,229.91
11-MTMO1-011	Harbor Hill Sidewalk Repairs	MTM Construction inc.	51 Days	08/08/11	Precon. Actvs.	08/22/11	\$0.00	\$50,000.00	\$0.00	\$26,700.53
11-MTMO1-012	Whittier Manor sidewalk repair	MTM Construction inc.	50 Days	08/09/11	Precon. Actvs.	08/22/11	\$0.00	\$20,000.00	\$0.00	\$18,190.46
11-MTMO1-014	Carmelitos Interior Paint 8 Units	MTM Construction inc.	1 Days	08/31/11	Proj. Devp.	08/31/11	\$0.00	\$15,000.00	\$0.00	\$15,290.00
11-MTMO1-015	Unit Rehab at 80th91st	MTM Construction inc.	0 Days	09/20/11	Proj. Devp.		\$0.00	\$5,000.00	\$0.00	\$0.00
11-MTMO1-016	SSS Interior Vacant Unit Apartment Rehab	MTM Construction inc.	0 Days	09/20/11	Proj. Devp.		\$0.00	\$0.00	\$0.00	\$0.00
11-MTMO1-13	Painting at Multiple sites on Elsegundo bvd	MTM Construction inc.	0 Days	08/09/11	Prop Revu		\$232,586.71	\$0.00	\$0.00	\$0.00
Grand Total:			15			12	\$261,349.88	\$2,144,000.00	\$0.00	\$1,642,110.31

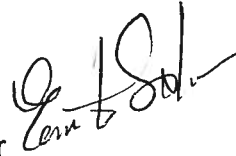
Housing Authority - County of Los Angeles

FOR YOUR INFORMATION ONLY

September 28, 2011

TO: HOUSING COMMISSIONERS

FROM: EMILIO SALAS, Deputy Executive Director



**SUBJECT: RESPONSES TO ISSUES PRESENTED AT THE AUGUST 24, 2011
HOUSING COMMISSION MEETING**

This memo serves to provide updated information in response to concerns presented by Bob Davis and Carol Bogan, residents of the Marina Manor Housing Development, at the August 24, 2011 Housing Commission meeting held at the Nueva Maravilla Housing Development.

- Pet Policy – Residents are not permitted to have more than a total of two (2) common household pets. Of this total, residents are not permitted to have more than one (1) dog. Management works with individual residents to ensure adherence to the Pet Policy. As Pet Policy violations are reported to staff, they are addressed immediately.

However, there are several residents that have animals as “assistance animals” under the Americans for Disabilities Act (ADA). As required by the ADA and the U.S. Department of Housing and Urban Development (HUD), once the appropriate ADA documentation is submitted and approved, the Pet Policy no longer applies to assistance animals or their owners. These residents are still required to abide by their Lease Agreement by maintaining their animals and unit in a sanitary manner. The ADA does not place a limitation on the number of support animals a resident may have.

- In response to Mr. Bob Davis' inquiry, in January 2010, Gloria Raglin, former Marina Manor resident and dog owner, reported that she had been bitten by the Resident Manager's dog. A review of the January 2010 CCTV cameras footage located at the property demonstrated that the animal was on a leash and Ms. Raglin was not bitten. This evidence was provided to the Los Angeles City Department of Animal Services who conducted the investigation and the matter was closed. Although not required, the Resident Manager decided to remove her dog from the premises.

Additionally, in June 2010, Ms. Raglin filed a complaint with the Los Angeles City Department of Animal Services that she was bitten by a dog when she attempted

to pet it while it was under the public housing resident owner's control. Subsequently, the Department of Animal Services was in the process of conducting an investigation when Ms. Raglin passed away in August 2010. The dog's owner informed the Housing Authority staff of the incident after the fact and reported that the case was being investigated however it was dismissed due to Ms. Raglin's death. This matter was not reported to management when the initial incident occurred.

During the June 22, 2011 Marina Manor Resident Council Meeting, the Council President provided a verbal reminder to all residents to abide by the Pet Policy and pick up after the animals. Prior to the August 24, 2011 Housing Commission meeting the Property Manager provided the attached July 13, 2011 "Pets On Site" reminder to residents at the Marina Manor Housing Development. In addition, the Property Manager distributed the attached August 31, 2011 memo to Marina Manor residents to clarify the requirements of both pets and service animals under the Pet Policy. Of 182 units at the Marina Manor Housing Development, 9 units have registered assistance/support animals and 4 units have registered pets. Staff has issued lease violations in instances of non-compliance where reported and observed.

- Management Office left Unlocked – In 2010, it was reported by staff that there was a problem with the lock to the management office. The lock was able to secure properly from inside the office, however, it was discovered that the lock did not bolt properly when securing the office from the outside. Despite the problem, the office appeared locked from the outside. Once the problem was discovered, it was reported and immediately repaired.
- Recertification and Medical Deductions – Effective July 1, 2011, the Internal Revenue Service (IRS) published a revised mileage rate that staff must utilize when determining medical deductions. The Property Manager reviewed the rent calculation completed by staff for Ms. Bogan and it was calculated correctly using the new mileage rate. Resident recertifications that were completed before the July 1, 2011 revision were completed using the previous published IRS mileage rate.

Attachments



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office
2 Coral Circle • Monterey Park, CA 91755
323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Sean Rogan
Executive Director

WEST COUNTY HOUSING COMMUNITIES

800 North Kings Road • Los Angeles, CA 90069 • 323.653.3090 • Fax: 323.653.8752

July 13, 2011

IMPORTANT REMINDER REGARDING PETS ON SITE

Dear Marina Manor Residents,

It has come to my attention that some residents are not adhering to the Public Housing Lease as it pertains to the Pet Agreement. Regulations are established to govern the keeping of pets by residents. To this end, it is expected that all residents will be responsible pet owners and respect their community as well as the residents of the Marina Manor Community. Under Section 6P of your Public Housing Lease, Chapter 9 of the Admissions and Continued Occupancy Policy for the Conventional Public Housing Program (ACOP), and the Housing Authority of the County of Los Angeles Pet Agreement- Lease Addendum, you will find policies and procedures for the ownership and care of common household pets at the Elderly/Disabled Public Housing Developments owned and or managed by the Housing Authority.

Please be reminded of the following:

- Residents are not permitted to have more than a total of two (2) common household pets. Of this total, residents are not permitted to have more than one (1) dog.
- Permitted pets include a dog, cat, bird, rodent (including a rabbit) or fish.
- The maximum weight of dogs shall not exceed **30 pounds**.
- Each dog shall be **licensed yearly** and proof must be provided to the Housing Authority. This information is usually provided at the time of annual recertification.
- No vicious or intimidated pets will be permitted.
- Dogs and cats shall remain inside a resident's unit unless **they are on a leash and under the control of a responsible individual**. Residents are responsible for **promptly cleaning up pet droppings** outside of the unit and for properly placing said droppings in a sealed plastic bag and disposing trash receptacles. A Pet **Waste Removal Charge of \$50** will be imposed on pet owners who fail to follow these procedures.
- If pets are left unattended and are creating a nuisance, the **Housing Authority may enter to remove the pet** and transfer it to the proper authorities subject to the provision of the Section 1954 of the California Civil Code.
- Residents **shall not feed stray animals**. The feeding or keeping of stray or unregistered animals shall constitute having a pet without permission of the Housing Authority.
- Residents shall pay a **security deposit of \$75 per household**. The Pet Deposit shall not apply to birds and fish.
- This Pet Policy does not apply to assistive (service) animals or their owners.

It is important that you adhere to this notice as requested. Failure to do so will be jeopardizing your public housing assistance, and legal action may be taken. The lease will be enforced, and fees may be imposed to all pet owners that violate the policy. Your compliance is greatly appreciated. Thank you in advance for your prompt attention.

Sincerely,

Kieshia Nathaniel, Property Manager

ВАЖНОЕ СООБЩЕНИЕ О ДОМАШНИХ ЖИВОТНЫХ НА ТЕРРИТОРИИ УЧАСТКА

Дорогие Жители Марины Манор,

Я осведомлена о том, что некоторые жители не придерживаются правил Арендного Договора (Public Housing Lease) согласно Договора о Домашних Животных. Правила установлены для регулирования животных жителями. Как от Жителей Марины Манор, от всех жителей ожидается быть ответственными владельцами животных и уважать их местожительство. Согласно Секции 6П (6P) вашего Арендного Договора (Public Housing Lease, Chapter 9 of the Admissions and Continued Occupancy Policy for the Conventional Public Housing Program (ACOP), и: Добавочного Договора о Домашних Животных Жилищного Домоуправления Графства Лос Анджелес, вы сможете найти правила порядка для владельцев и ухода за домашними животными на территории Жилищного Домоуправления для Жителей Престарелых/с Инвалидностью.

Пожалуйста помните следующее:

- Жителям не разрешено иметь больше двух (2) домашних животных. В общей сложности, жителям не разрешено иметь больше одной (1) собаки.
- Разрешены домашние животные включительно собаки, кошки, рыбы, птицы и некоторые грызуны
- Максимум вес собаки не должен превышать 30 паундов.
- Каждая собака должна ежегодно иметь удостоверение (license) и свидетельство должно быть предоставлено в Жилищное Управление. Эта информация должна быть предоставлена во время годовой проверки.
- Никакие дикие или опасные животные не разрешены.
- Собаки и кошки должны находиться в квартире владельца, в противном случае должны всегда быть на ошейнике и под контролем ответственной личности. Жители ответственны за немедленную уборку за отходами животных вне квартиры и правильным выбросом отходов завязанным в пластиковый пакет и выброшенным в мусорный бак. Штраф за Неуборку Отходов \$50.00 получают владельцы нарушившие это правило.
- Если домашние животные оставлены без наблюдения и создают шум, Жилищное управление может войти в квартиру для изъятия домашнего животного и сдать в нужную организацию соответственно Секции 1954 Гражданского Кодекса Калифорнии.
- Жителям запрещено кормить диких птиц. Кормление диких или не зарегистрированных животных может считаться имением домашнего животного без разрешения Домоуправления.
- Жители должны заплатить залог (security deposit) \$75.00 на семью. Залог для Домашних Животных не касается птиц и рыб.

Очень важно чтобы вы следовали требованиям этого письма. Вы можете рисковать вашей жилищной помощью и легальные меры могут быть приняты в случае не соблюдения правил. Арендный договор будет в действии, и штраф могут получить владельцы нарушившие правила. Мы благодарны за ваше сотрудничество. Заранее благодарю за ваше срочное внимание.

Housing Authority - County of Los Angeles

August 31, 2011

TO: RESIDENTS OF THE MARINA MANOR HOUSING
DEVELOPMENT

FROM: KIESHIA NATHANIEL, Property Manager
Housing Management Development



SUBJECT: HOUSING AUTHORITY PET POLICY AND SERVICE ANIMALS

The Housing Authority of the County of Los Angeles (HACoLA) permits pets at its housing developments pursuant to the Pet Policy guidelines provided in the *Admissions and Continued Occupancy Policy for the Conventional Public Housing Program (ACOP)*. In addition, there are residents that qualify as "disabled" that rely on their pets as "service animals" as defined by California law.

Service animals that assist persons with disabilities are considered to be auxiliary aids and are exempt from the pet policy and from the refundable pet deposit. Examples include, but not limited to, guide dogs for persons with vision impairments, hearing dogs for people with hearing impairments and emotional assistance animals for persons with chronic mental illness.

Please be reminded that residents with pets or service animals are required to register the animal with the management office.

Further, all residents with animals considered either pets under our policy or service animals under California law, are required to adhere to their lease obligations to keep the complex clean and not to bother residents, employees and guests by picking up after their animal and maintaining control of the animal.


Should you have further questions regarding the Pet Policy, please refer to a copy of the *Admissions and Continued Occupancy Policy for the Conventional Public Housing Program (ACOP)* that is maintained in your management office.

Housing Authority - County of Los Angeles

FOR YOUR INFORMATION ONLY

September 28, 2011

TO: Housing Commissioners
FROM: Emilio Salas, Deputy Executive Director



SUBJECT: SECTION 8 RESIDENT ADVISORY BOARD MEETINGS

The next meetings for Section 8 Resident Advisory Board are scheduled for the following dates:

- Santa Fe Springs Office Monday, November 7 at 9:00 am to 12:00 pm
- Palmdale Office Tuesday, November 8 at 9:00 am to 12:00 pm
- Plummer Park (WeHo) Wednesday, November 9 at 1:00 pm to 4:00 pm

Should you have any questions or concerns, please contact Kerrin Cardwell, Analyst at (562) 347-4663 ext. 74813.

The HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES RESIDENT COUNCILS (RC)

Public Housing Authority Resident Councils serve as the voice of the Housing Communities that elect them, they have their individual priority programs and goals depending upon the demographics, needs, and aspirations of their communities

Role of Resident Councils:

Advisory Role: Resident Councils act as an advisory board on matters such as: neighbor conflict, community safety, sounding board for senior policy issues etc. and are called upon to provide feedback on legislative issues. **Partnership Role:** Resident Councils and HACoLA act as partners both in intention and action to develop mutual trust and respect to address issues and work together collaboratively and effectively to: (1) resolve issues (2) problem solve (3) empower communities to take action for themselves. **Social Role:** Resident Councils aid in their communities through celebrations and parties, develop networking systems both in and outside the Housing Communities, and provide valuable service to the community through volunteerism. **Safe Environments Role:** Resident Councils play a significant role in creating safe environments in their communities; while encouraging resident participation in programs such as Neighborhood watch.

Active Resident Councils:

Next Meeting Day:

Carmelitos Tenant Association– Family	TBD
Carmelitos Senior Complex Board – Seniors	TBD
South Bay Gardens Tenant Council – Seniors	Third Thursday of the month
Organization of Residents of Nueva Maravilla – Family & Seniors	Last Thursday of the month
Sundance Vista Tenant Council – Family	TBD
Harbor Hills Resident Council – Family	September 27, 2011
Foothill Villa Resident Council – Seniors	TBD
Orchard Arms Resident Council – Seniors	TBD
Lancaster Homes Resident Council – Seniors	TBD
Kings Road Resident Council – Seniors	TBD
Marina Manor Resident Council – Seniors	TBD
Palm Apartments Resident Council – Seniors	October 25, 2011
West Knoll Resident Council – Seniors	Last Thursday of the month

Resident Council Forums:

A quarterly gathering of Resident Council Board members to become educated on varying topics including community resources, how to run a meeting, safety issues, etc. **Meeting dates:** October 4th, 2011, January 3rd, 2012, April 3rd, 2012, and July 3rd, 2012

FORMATION PROCESS

1. Initial Community Meeting

A. Explain purpose of Resident Councils

- To represent the interests of Public Housing Authority residents to HACoLA management.
- To develop a budget and manage funds the council receives from HACoLA management.
- To provide an accounting of RC programs, activities, and finances to the residents.
- To plan and organize resident activities such as: programs, parties and field trips.
- To represent their housing developments to the larger, surrounding community and partner linkages.

B. Develop Organizing Committee

- Request for volunteers at scheduled community meeting.

2. Meeting with Organizing Committee

A. Emphasize purpose of committee

- The committee is a temporary body that will develop bylaws for consideration and ratification by residents. In addition, develop a reasonable timeframe for the organizing process through the adoption of bylaws, completion of nominations and elections, and applications to HACoLA for certification.

B. Select chair of committee

- Elect or choose a chair for the committee through consensus.
- Emphasize that this is the chair of the organizing committee, a temporary position, not the chair of the resident council.

C. Develop timeframe

- The timeframe should cover the following phases: development of appropriate bylaws, notifying and proposing bylaws to resident community, conducting bylaws ratification election, conducting nominations process, campaign and elections, and application for certification.

- D. Develop bylaws based on needs of the resident community.
 - Present sample bylaws from other councils; give committee chance to review, adapt, and develop a RC bylaws draft.
- E. Present bylaws for community review and approval.
 - Once bylaws draft is finalized by committee send with cover letter to residents, including ballot form asking that their completed ballot be submitted.

3. Elections

- A. Nominate candidates
 - The organizing committee will set and publicize nominating meeting or develop nominating ballots, with a deadline for submission.
- B. Conduct campaigns
 - Allow 3 or 4 weeks for candidates to campaign (pass out flyers, knock on doors, address candidate forums at resident community meetings, etc.)
- C. Conduct elections through a third party monitor.
- D. Organizing committee will announce results to the resident community and HACoLA management.

4. Certification of Council

- A. Organizing committee will present request for certification to HACoLA.
- B. The documentation of nomination, election, and outreach is included in the request for certification.
 - Documentation includes flyers, election results, copies of bylaws, flyers announcing nominations and elections, results of nominations and elections. Election results should be certified by a third party such as League of Women Voters, representatives of another council, or other outside party, along with list of those who registered to vote.
- C. Upon verification of the above items, HACoLA staff will recommend certification.
- D. A letter of Certification is issued to the RC from the HACoLA Director.

5. MOU (Memorandum of Understanding)

- A. An MOU draft is forwarded to RC for review.
- B. Upon approval, draft is finalized and forwarded to County Council for approval and signature.
- C. After County Counsel approval, MOU is forwarded to RC for signature by President.
- D. After RC President's signature, MOU is forwarded to CDC Executive Director for signature.
- E. Resident Council's original copy is then presented by HACoLA.

6. Council Budget Allocation

- A. The RC develops a budget; staff will assist, when requested.
- B. The Council submits budget with, or on, cash advance form, initially to site Resident Services Coordinator or Property Manager.
- C. Upon subsequent approvals, council is issued the funds and receives financial training.



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office
2 Coral Circle • Monterey Park, CA 91755
323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Sean Rogan
Executive Director

September 28, 2011

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 S Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**APPROVE A CONSTRUCTION CONTRACT FOR ROOF REPLACEMENT
AT THE 107TH STREET HOUSING DEVELOPMENT
(DISTRICT 2)**

SUBJECT

This letter recommends approval of a Construction Contract (Contract) with Western States Roofing and Construction to complete roof replacement including all accessories and associated work at the 107th Street housing development located at 1320 W. 107th Street, in unincorporated Westmont.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners award and authorize the Executive Director or his designee to execute, amend, and if necessary, terminate a Contract and all related documents in the amount of \$114,212 with Western States Roofing and Construction, to complete roof replacement including all accessories and associated work at the 107th Street housing development, using Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) and included in the Housing Authority's approved Fiscal Year 2011-2012 budget.
2. Recommend that the Board of Commissioners authorize the Executive Director to approve Contract change orders not to exceed \$11,421 for unforeseen project costs, using the same source of funds and following approval as to form by County Counsel.

3. Recommend that the Board of Commissioners find that the approval of the Contract and the project is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, for the reasons stated in this letter and in the record of the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to award a Contract to complete roof replacement, including all accessories and associated work at the 107th Street housing development and find that the project is exempt from CEQA.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The Housing Authority will fund the improvements with \$114,212 in CFP funds allocated by HUD and included in the Housing Authority's approved Fiscal Year 2011-2012 budget. A 10% contingency, in the amount of \$11,421 is also being set aside for unforeseen costs, using the same source of funds.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The 107th Street housing development consists of four residential buildings with a total of 18 units. The scope of work for this Contract includes roof replacement, installation of roof accessories, replacement of damaged downspouts, fascia boards, roof sheathing, underlayment material, and other associated work. Roof replacement will be completed for the four residential buildings, one single story laundry room, and the covered carport on the south end of the property.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Western States Roofing and Construction will commit to hire Section 3 qualified residents at least 30-percent aggregate new hire positions; and/or subcontractor 25-percent or more of the contract amount to Section 3 qualified business concerns. Housing and Community Development Act of 1968, as amended, requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

ENVIRONMENTAL DOCUMENTATION

Pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a) (3)(ii), this project is excluded from the National Environmental Policy Act, because it involves activities that will not alter existing environmental conditions. It is categorically exempt from the provisions of CEQA. The Project, replacement of the existing roof, installation of roof

accessories, replacement of damaged downspouts, fascia boards, roof sheathing, underlayment material, and other associated work, is within a class of projects that has been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 of the CEQA Guidelines and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the project is not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records.

CONTRACTING PROCESS

On June 16, 2011, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were mailed to 156 contractors identified from the Housing Authority's vendor list. Advertisements also appeared in one local newspaper, and on the Housing Authority and County websites. Seventy-two bid packages were downloaded from the websites by the contractors.

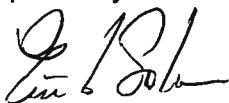
On July 28, 2011, five bids were received and formally opened. The lowest bidder, Magic Hammer Development Inc., submitted a letter to withdraw its bid due to a clerical error made in the bid. The second lowest bid, submitted by Western States Roofing and Construction, was determined to be the lowest responsive and responsible bid and is being recommended for the Contract award.

The Summary of Outreach Activities is provided as Attachment A.

IMPACT ON CURRENT PROJECT

The award of the Contract will replace the older roofs at the 107th Street housing development and provide residents with new roofs. These improvements will serve to conserve energy, increase cost savings to the Housing Authority and improve services to the residents.

Respectfully submitted,



SEAN ROGAN
Executive Director

Enclosures

ATTACHMENT A

Summary of Outreach Activities

On June 16, 2011, the following outreach was initiated to identify a contractor to complete the roof replacement including all accessories and associated work at the 107th Street housing development located at 1320 W. 107th Street, Los Angeles, CA 90044.

A. Newspaper Advertising

Announcements appeared in the following local newspaper:

Los Angeles Times

An announcement was also posted on the Housing Authority and County websites.

B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 156 contractors, of which 89 identified themselves as businesses owned by minorities or women (private firms which are 60 percent owned by minorities or women, or publicly-owned businesses in which 56 percent of the stock is owned by minorities or women). As a result of the outreach, seventy-two packages were downloaded from the websites by the contractors.

C. Pre-Bid Conference and Site Walk

On June 30, 2011, a mandatory pre-bid conference and site walk was conducted. Eleven firms were in attendance.

D. Bid Results

On July 28, 2011, a total of five bids were received and publicly opened.

The bid result was as follows:

<u>Company</u>	<u>Bid Amount</u>
Magic Hammer Development Inc.	\$101,216
Western States Roofing & Construction	\$114,212
Fisher Contractor, Inc.	\$138,750
Best Contracting Services, Inc.	\$186,000
CAS General Contractors	\$233,000

E. Minority/Female Participation – Selected Contractor

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Western States Roofing and Construction	Non-Minority	Total: 45 39 Minorities 3 Women 87% Minorities 7% Women
JB Wholesale (Material Supplier)	Non-Minority	Total: 104 82 Minorities 6 Women 79% Minorities 7% Women

F. Minority/Women Participation - Firms Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Magic Hammer Development Inc.	Non-Minority	Total: 5 5 Minorities 1 Woman 100% Minorities 20% Women
Fisher Contractor, Inc.	Minority	Total: 10 10 Minorities 0 Women 100% Minorities 0% Women
Best Contracting Services, Inc.	Non-Minority	Total: 524 91 Minorities 39 Women 17% Minorities 7% Women
CAS General Contractors	Minority	Total: 3 3 Minorities 0 Women 100% Minorities 0% Women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of the contract is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.

ATTACHMENT B

Contract Summary

Project Name: 107th Street Roofing Project
Location: 1320 W. 107th Street, Los Angeles, CA 90044
Bid Number: CDC 11-206
Bid Date: July 28, 2011
Contractor: Western States Roofing and Construction
Services: The scope of work is to complete the roof replacement including all accessories and associated work.

Contract Documents: Part A – Instructions to Bidders and General Conditions; Part B – Specifications; Part C – Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all addenda to the Contract Documents.

Notice to Proceed and Completion: The work to be performed under this Construction Contract shall be commenced within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within forty-five (45) calendar days following the required commencement date.

Liquidated Damages: In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Five Hundred Dollars and Zero Cents (\$500.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

Contract Sum: The Housing Authority shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of **One Hundred and Fourteen Thousand Two Hundred Twelve Dollars and Zero Cents (\$114,212)**. The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

Contract Contingency: **\$11,421**

107th Street Roof Replacement Project

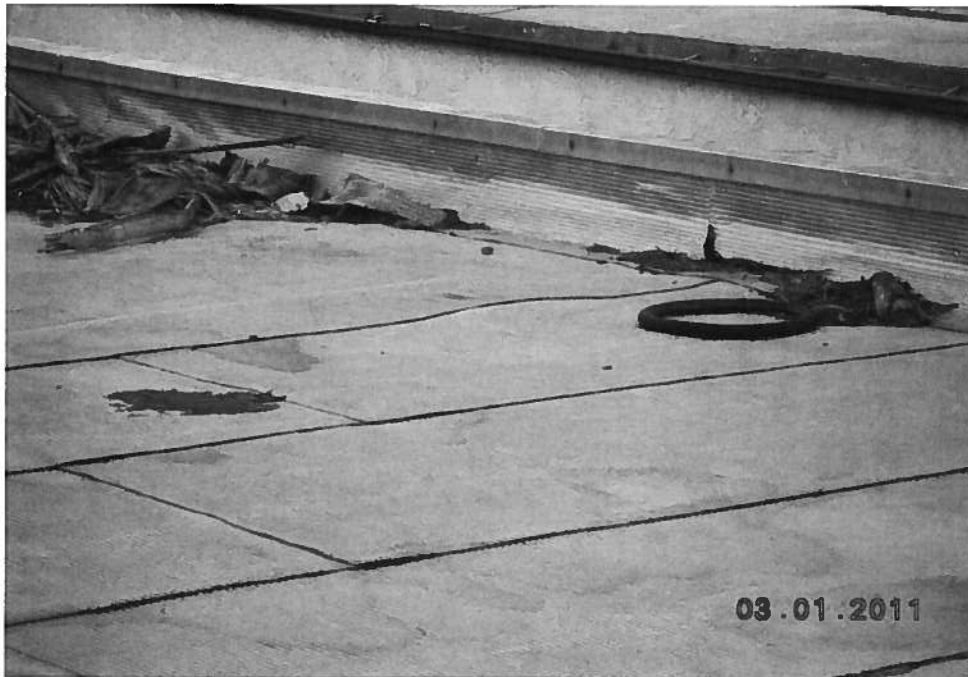


1. 107th Street Housing Development - four residential buildings with a total of 18 units. Scope includes roof replacement, installation of roof accessories, replacement of damaged downspouts, roof sheathing, underlayment materials, and other associated work.

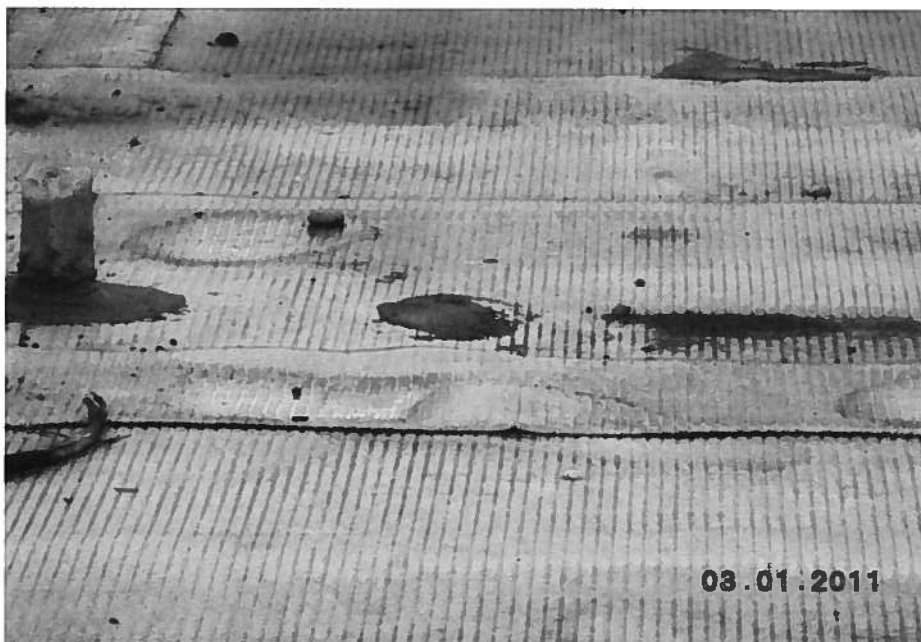


2. Overview of the roof system. Black areas represent previous repairs to the roof system.

107th Street Roof Replacement Project



3. The wall base flashing membrane is loose.



4. The roof system is dry, cracked, and allowing water penetration.



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office
2 Coral Circle • Monterey Park, CA 91755
323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Sean Rogan
Executive Director

September 28, 2011

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 S Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**APPROVE HEALTH PLANS
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of the Community Development Commission (Commission) employee health benefits for the 2012 calendar year. Housing Authority approval is required because Housing Authority funds will be used to pay the benefits for Commission employees working in Housing Authority programs.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners find that approval of the employee health plans for the 2012 calendar year is not subject to the provisions of the California Environmental Quality Act (CEQA) because the activities are not defined as a project under CEQA.
2. Recommend that the Board of Commissioners authorize the Executive Director or his designee to approve the proposed premium rates (Attachment A) for group medical plans provided by Anthem Blue Cross of California Health Maintenance Organization (HMO) and Preferred Provider Option (PPO) and Kaiser Health Plan (Kaiser), effective January 1, 2012.
3. Recommend that the Board of Commissioners approve the combined payment with the Community Development Commission of the employer-paid medical subsidy for the 2012 calendar year to Anthem Blue Cross of California and Kaiser, at an estimated cost not to exceed \$495,000.

4. Recommend that the Board of Commissioners authorize the Housing Authority to fund all health plan costs using funds included in the approved Fiscal Year 2011-12 budget and funds to be approved through the annual budget process for Fiscal Year 2012-13, as needed.

PURPOSE/JUSTIFICATION OF THE RECOMMENDED ACTIONS

The purpose of the recommended action is to provide Commission employees affordable health care coverage that is comparable with plans offered to County employees for the 2012 calendar year. The current plans end on December 31, 2011. Housing Authority approval is required because Housing Authority funds will be used to pay the benefits for Commission employees working in Housing Authority programs.

FISCAL IMPACT/FINANCING

For the 2012 calendar year, the minimum contribution under the Flexible Benefit, Optional Benefit and Contract Benefit plans will increase by \$60 per month. The Flexible Benefit Plan will increase from \$1,003 per month to \$1,063 per month. The Optional Benefit Plan will increase from \$745 per month to \$805 per month. The Contract Benefit Plan will increase from \$653 per month to \$713 per month. These increases are being provided to assist employees with the purchase of medical, dental, vision, and life insurance benefits for a total estimated cost of \$340,000.

The employer-paid medical subsidy is estimated to not exceed \$495,000 for January 1, 2012 through December 31, 2012.

The current Fiscal Year 2011-12 budgets of the Commission and Housing Authority include funds for the proposed health plan changes through June 30, 2012. The annual budget process for Fiscal Year 2012-2013 will include funding for the remainder of the calendar year costs.

The meet and confer process is currently underway with The Laborers' International Union Of North America, LOCAL 777 (LIUNA), and that process could result in the seeking of a modification of this letter at a future date. Until such time as the current contributions and subsidies are modified, the increased cost of the group insurance premiums will be borne entirely by the affected employees.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Currently, employees covered by the Flexible Benefit Plan receive an employer contribution expressed as a percentage of salary, but not less than a minimum contribution of \$1003 per month. Employees covered by the Optional Benefit Plan receive \$745 per month. Employees covered by the Contract Benefit Plan receive \$653 per month. For 2012, the minimum contribution will increase to \$1063 per month for the Flexible Benefit Plan, to \$805 per month for the Optional Benefit Plan and to \$713 per

month for the Contract Benefit Plan. The estimated annual cost of this increase is \$340,000. On October 11, 2005, the Board of Commissioners delegated authority to the Executive Director of the Commission to increase these contributions, provided the amounts do not exceed the contributions for County of Los Angeles employees. The County contributions are currently at \$1,078 and \$809 under the MegaFlex and Flexible Benefit Plans, respectively.

Employees are currently provided with Anthem Blue Cross HMO, Anthem Blue Cross PPO, and Kaiser as employee medical plan options. During the month of August, the Commission evaluated these plans and the cost increases for 2012, with the assistance of the Commission's insurance broker, Alliant Insurance Services.

Negotiations with Anthem Blue Cross resulted in a premium increase of approximately 9.8% for the HMO and 20.8% for the PPO. Kaiser is requiring an overall increase of 11.9%.

In an effort to help employees pay for medical insurance coverage, the Commission will continue to provide an employer-paid medical subsidy. This amount, estimated at a cost of up to \$495,000, plus the amount contributed by each employee, will fund the premiums for medical insurance in 2012.

The new monthly contribution for each medical plan is provided in Attachment A.

The County's Chief Executive Office and County Counsel have reviewed this letter.

The annual open enrollment period, which allows Commission employees to enroll in their health plans for 2012, will begin following Board approval. Commission employees must have at least a two week period to enroll so that the Commission may submit the new enrollment details to the health plan providers during the month of November. Any delays will prevent the Commission from meeting the enrollment deadlines and contractual agreements with the health plan providers which are due to expire on December 31, 2011.

ENVIRONMENTAL DOCUMENTATION

This action is exempt from the provisions of the National Environmental Policy Act pursuant to Title 24 of the Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment. The action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

Honorable Housing Commissioners
September 28, 2011
Page 4

IMPACT ON CURRENT PROGRAM

The recommended actions are consistent with the principle of promoting the well-being of Commission employees and their families by offering comprehensive employee benefits.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sean Rogan", followed by a horizontal line.

SEAN ROGAN
Executive Director

Enclosures

Attachment A**Monthly Employee Contribution for 2012*****Anthem Blue Cross HMO***

Employee Only	\$456.00
Employee + One	\$854.00
Family	\$1130.00

Anthem Blue Cross PPO*

Employee Only	\$705.00
Employee + One	\$1495.00
Family	\$2130.00

Kaiser*

Employee Only	\$456.00
Employee + One	\$854.00
Family	\$1125.00

* Reflective of the employee cost after the subsidy is applied to the actual plan cost for non-represented employees.



**HOUSING AUTHORITY
of the County of Los Angeles**

Administrative Office
2 Coral Circle • Monterey Park, CA 91755
323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Sean Rogan
Executive Director

September 28, 2011

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
2 S Coral Circle
Monterey Park, California 91755

Dear Commissioners:

**ADOPT A RESOLUTION ACCEPTING THE VOLUNTARY TRANSFER OF
HOUSING CHOICE VOUCHERS FROM THE HOUSING AUTHORITY OF THE
CITY OF WEST HOLLYWOOD TO THE HOUSING AUTHORITY OF THE
COUNTY OF LOS ANGELES
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of the voluntary transfer of Section 8 Housing Choice Vouchers from the Housing Authority of the City of West Hollywood (West Hollywood) to the Housing Authority of the County of Los Angeles (HACoLA).

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners find that the transfer of Section 8 Housing Choice Vouchers is not subject to the provisions of the California Environment Quality Act (CEQA) because the action is not defined as a project under CEQA.
2. Recommend that the Board of Commissioners adopt and instruct the Mayor to sign a resolution indicating agreement to the proposed voluntary transfer of Section 8 Housing Choice Vouchers and corresponding budget authority from West Hollywood to HACoLA; and authorize the Executive Director to submit the resolution and all related documents to the U.S. Department of Housing and Urban Development (HUD).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to transfer West Hollywood Section 8 Housing Choice Vouchers and Section 8 Annual Contributions Contract (ACC) budget authority to



HACoLA. This will provide HACoLA with 97 additional Section 8 Housing Choice Vouchers, which can be used anywhere within HACoLA's jurisdiction, including the City of West Hollywood.

FISCAL IMPACT/FINANCING

There is no fiscal impact on the County general fund. Upon approval of the voucher transfer, HACoLA will receive 97 additional vouchers, which will equate to approximately \$99,157 in administrative fees and \$852,071 in Housing Assistance Payments annually for the Section 8 Tenant-Based Program.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In 1992, the Board of Commissioners authorized the execution of an Administration Agreement between the HACoLA and West Hollywood. Through this agreement HACoLA has acted as an agent of West Hollywood for the Section 8 Housing Choice Voucher Program, providing direct tenant services, including applicant selection, housing inspections, and tenant certifications. HACoLA is responsible for the issuance of housing assistance payment checks to landlords, program reporting, monitoring, and technical assistance. HACoLA also prepares Annual Agency and Administrative Plans on behalf of West Hollywood for submission to HUD.

The Administration Agreement provides HACoLA with full administrative and operating responsibilities, including the receipt and disbursement of all program funds due under the West Hollywood ACC. HACoLA has a bank account for the receipt and disbursement of all West Hollywood Housing Choice Voucher program funds, including the payment of any preliminary and administrative fees to the HACoLA that are due under the West Hollywood ACC.

In recent years, HACoLA has found that it is no longer able to administer the Housing Choice Voucher Program on behalf of West Hollywood in exchange for West Hollywood's Administrative Fee compensation under its ACC with HUD. Furthermore, the administrative burden caused by the administrative agreement has made the management and operation of both HACoLA's and West Hollywood's Housing Choice Voucher programs a difficult challenge.

West Hollywood has agreed to voluntarily transfer its vouchers and corresponding budget authority to HACoLA with the understanding that HACoLA will minimize the transfer's impact on tenant rent because it is expected that HACoLA's payment will match West Hollywood's payment standard by July 2014.

On August 15, 2011, West Hollywood's governing body adopted a resolution agreeing to the proposed transfer.

Upon adoption of the attached resolution, HACoLA will request that HUD consider the transfer of budget authority and corresponding vouchers for the Section 8 Housing

Honorable Housing Commissioners
September 28, 2011
Page 3

Choice Voucher program from the West Hollywood ACC to the HACoLA Consolidated ACC. As part of the application process, HUD requires the approved resolution and at least 90 days notice before the effective date of the transfer.

ENVIRONMENTAL DOCUMENTATION

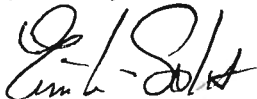
This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3), because it involves administrative action that will not have a physical impact on or result in any physical changes to the environment. The action is also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT PROGRAM

Approval of this action will allow HACoLA to receive 97 additional vouchers and approximately \$951,000 in additional Section 8 funds annually for the program. After the transfer is complete, the West Hollywood waiting list will be merged with the HACoLA waiting list using the applicant's original registration date. Additionally, HACoLA staff will no longer have to prepare separate Agency and Administrative Plans for West Hollywood, reducing the total workload associated with administering these vouchers.

HUD will complete the transfer of all Family Reports (form HUD-50058), so all affected families will be recorded under HACoLA.

Respectfully submitted,



SEAN ROGAN
Executive Director



Enclosures

RESOLUTION AGREEING TO THE VOLUNTARY TRANSFER OF HOUSING CHOICE
VOUCHERS FROM THE CITY OF WEST HOLLYWOOD HOUSING AUTHORITY TO
THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

WHEREAS, as a Public Housing Agency, the Housing Authority of the City of West Hollywood (West Hollywood) receives an allocation of Housing Choice Vouchers issued by the United States Department of Housing and Urban Development (HUD);

WHEREAS, since 1992, the Housing Authority of the County of Los Angeles (HACoLA) has been operating the Section 8 Housing Choice Voucher program (the "Program") on behalf of West Hollywood;

WHEREAS, HACoLA has a bank account for the receipt and disbursement of all Program funds which are allocated to West Hollywood under its Annual Contributions Contract (ACC) with HUD;

WHEREAS, HACoLA is no longer able to administer the Program on behalf of West Hollywood in exchange for West Hollywood's Administrative Fee compensation under its ACC with HUD;

WHEREAS, West Hollywood has agreed to voluntarily transfer its vouchers and corresponding budget authority to HACoLA with the understanding that HACoLA will minimize the transfer's impact on tenant rent because it is expected that HACoLA's payment will match West Hollywood's payment standard by July 2014;

WHEREAS, HUD has issued policies (Notice PIH 2007-6; PIH 2008-19; PIH 2010-39), which outline the process by which a Public Housing Agency may voluntarily transfer its Housing Choice vouchers and corresponding budget authority to another Public Housing Agency; and

WHEREAS, on August 15, 2011, West Hollywood's governing body has adopted a Resolution agreeing to the proposed voluntary transfer of the Program vouchers and corresponding budget authority to HACoLA.

NOW, THEREFORE, the Board of Commissioners of the Housing Authority of the County of Los Angeles hereby resolves as follows:

1. HACoLA agrees to the proposed voluntary transfer of Housing Choice Vouchers and corresponding budget authority from West Hollywood, contingent upon approval of the transfer from the HUD.
2. The Executive Director of HACoLA shall submit a letter to HUD, as required per Notice PIH 2007-6; PIH 2008-19 and PIH 2010-39, requesting that the transfer be approved by HUD.

3. As per Notice PIH 2010-39, the effective date of the transfer will allot the minimum 90 days' notice required for the submittal of the letter and the approved resolution to HUD.

APPROVED AND ADOPTED by the Board of Commissioners of the Housing Authority of the County of Los Angeles on this ____ day of _____, 2011.

ATTEST:

SACHI A. HAMAI
Executive Officer-Clerk of the
Board of Commissioners

MAYOR MICHAEL D. ANTONOVICH
Chairman of the Board of Commissioners

By: _____
Deputy

By: _____

APPROVED AS TO FORM:

ANDREA SHERIDAN ORDIN
County Counsel

By: _____
Deputy